DCFS

Bureau of Regulation and Licensing HFS 45 Family Child Care Rule with Commentary March 2006

Chapter HFS 45

FAMILY CHILD CARE CENTERS FOR CHILDREN

HFS 45.01 Authority and purpose	1
HFS 45.02 Applicability	1
HFS 45.03 Definitions. In this chapter:	2
HFS 45.04 Operational requirements.	6
HFS 45.05 Staffing	16
HFS 45.06 Physical plant and equipment	22
HFS 45.07 Program	36
HFS 45.08 Transportation	52
HFS 45.09 Additional requirements for infant and toddler care	55
HFS 45.10 Additional requirements for night care.	60
HFS 45.11 Licensing administration.	62
HFS 45.12 Complaints, inspections and enforcement actions	69
APPENDICES (Alphabetical by appendix)	70
APPENDICES (Alphabetical by topic)	71

PREFACE

HFS 45

FAMILY CHILD CARE RULE WITH COMMENTARY

Section 48.65, Wisconsin Statutes, requires that persons operating child care centers that provide, for compensation, care and supervision for 4 or more children under 7 years of age for less than 24 hours a day be licensed. The statute also requires the Department of Health and Family Services to establish rules which must be met in order to qualify for a license and which protect and promote the health, safety and welfare of the children in a child care center.

Chapter HFS 45 is the administrative code governing Family Child Care Centers that provide care and supervision for 4-8 children for less than 24 hours a day.

The purpose of the <u>HFS 45 Family Child Care Rule with Commentary</u> is to help users of HFS 45 understand the intent and application of the rule. An attempt has been made to offer commentary for those rules where experience indicates clarification would be helpful. However, a commentary cannot be written to cover every situation encountered.

The portion of this publication that is numbered and in regular print is the administrative code HFS 45 and was prepared using the Wisconsin Administrative Register, No. 588, dated December, 2004 (effective date of rules – March 1, 2005). The portion of the publication that is within boxes and in *italicized print* is commentary that was prepared by staff of the Bureau of Regulation and Licensing. A number of appendices have also been included to provide additional valuable information and guidance.

The publication is divided according to the sections of the rule, and the pages are numbered consecutively. There is a header on each page that contains the rule cite for the portion of the rule beginning on that page.

The <u>HFS 45 Family Child Care Rule with Commentary</u> was prepared primarily as a tool for licensing specialists. However, it may also be a useful resource for family child care providers. Providers who require additional information should contact their regional licensing specialist.

This publication may be duplicated, and it is available from the Department's web page http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM. Additional copies may be purchased (check or money order for \$15.00 made payable to Division of Children and Family Services) from any regional office listed in Appendix A or:

Bureau of Regulation and Licensing Division of Children and Family Services P.O. Box 8916 Madison, WI 53708-8916

As revisions to this publication occur, they will be made available from the Department's website http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM where you may print the revised pages and insert them into your copy.